4035 2,437 Pat

**Laffoon, Susan**

**From:** Laffoon, Susan
**Sent:** Friday, August 22, 1997 12:53 PM
**To:** Hancock, J. Chris
**Subject:** Room setup / beverage order for 9/4/97

Chris,

Following is the room setup and beverage order for:

**Susan Laffoon (2426)**
**Charge #6R3**
**Thrusday, Sept 4**
**Maroboro Room - 8:00am to 4:00pm**
**Confirmation #20342**

- Please arrange the room with tables in a U-shape facing the projection screen.
- Provide an overhead projector and 2 easels with flip charts.
- The meeting is broken up into four sessions, and I would like to have beverages delivered at the following times:
  8:00am-----2 pots coffee, 7 juice
  9:45am-----2 pots coffee, 7 juice
  12:30pm---2 pots coffee, 12 sodas (mixed diet & regular)
  2:15pm-----1 pot coffee, 7 sodas (mixed diet & regular)

The confirmation report that you sent me has my charge number as 5R4?????
Please confirm that you received this message.

Thanks,
Susan



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